Installation Executive Information System (I-EIS) User's Manual

U.S. Army Corp of Engineers
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Introduction to I-EIS

An **Installation Executive Information System (I-EIS)** has been developed for use at Army Directorates of Public Works. This system provides a visual method for managers to access information from IFS and other installation data sources. It allows Users to easily navigate through massive amounts of data quickly in order to prepare briefings and reports necessary for planning, decision making and problem solving. This system was developed using a model of DPW work management functions. It is a part of the "family" of EISs currently used at the DOD, HQDA and MACOM level.

The Installation EIS was developed using Pilot Designer. This software in essence acts as a "database viewer," allowing access to multiple databases of various types. Currently I-EIS extracts data from IFS, PROMIS, and ISR accessing data from HOMES, SAACONS, DCAS, and other installation level databases.

I-EIS is divided into seven functional areas: Real Property, Costs, Work Management, Live IFS Reports, Supply, Housing, and External Interfaces. Each of the areas is further divided into subcategories, which provide summarized tabular information with accompanying graphs. This can provide much of the information required for a DPW's review and analysis and Commercial Activities Studies on a monthly basis.

Installation of I-EIS

Refer to the web site http://www.usacpw.belvoir.army.mil/eis/software/library.htm to install the I-EIS software.

Getting Started

After the User has successfully installed I-EIS, the User can log on and begin using the system. However, there are important administrative features to cover before fully using the system.
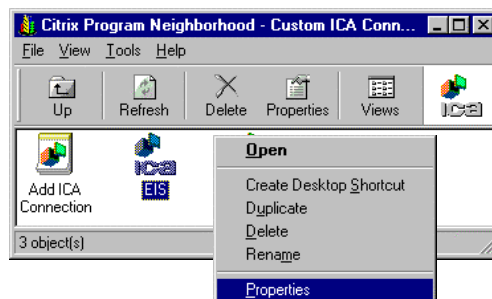
Once the system has been installed on the User's PC, a window, similar to the image on the side, should appear with an icon named I-EIS. Using the mouse, right click on this icon and a pull down menu will appear with a list of comments as shown. Select **Properties**.
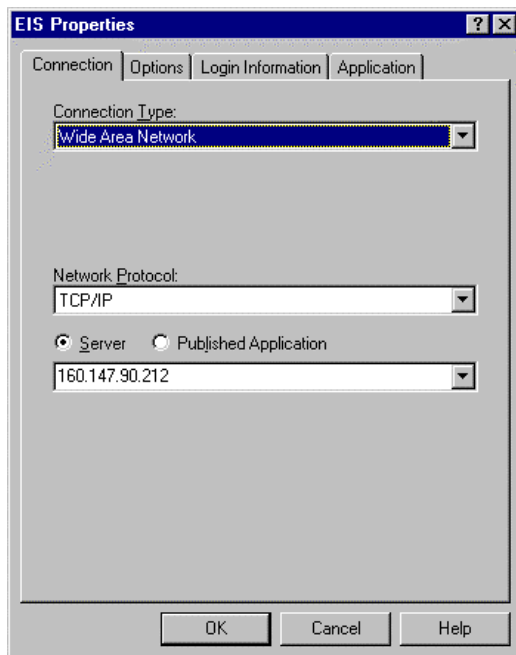
After selecting **Properties**, another menu should appear similar to the menu on the side. Ensure that the properties are identical to those shown in the screen to the left. At the top there are four separate tabs that will modify certain features of I-EIS (connection, options, login information, application).

By clicking on the tab "Login Information," a user can modify their information. The system will always use the User name and password from the information given during the installation process. This allows the User to be able to login each time without having to enter their User name and password. This is ideal for the User who will be the only person accessing I-EIS from his or her own PC.

If the workstation the User will be using has multiple I-EIS users, the User should delete the **Username** field as well as the **Password** field. By deleting this entry, users will have to enter their login information every time they enter I-EIS. However, before deleting, please remember your login and password information. DO NOT SHARE LOGIN INFORMTION – IF YOU WISH TO ADD ANOTHER USER, EMAIL A MEMBER OF THE I-EIS STAFF AT *IEIS@USACE.ARMY.MIL* AND INCLUDE THE USER'S FULL NAME AND PHONE NUMBER.

 Now, enter I-EIS by double clicking on the icon. Again, the settings of this session can be changed by right-clicking on this icon and selecting Properties.

If the User leaves the login option in **Preferences** blank, the User will be prompted to enter the User name and password. If the User does not make changes, the system will bring the User directly into I-EIS. However, upon executing the program the User will be shown two windows that are relevant to the startup of I-EIS. They are as follows:

The User will need to click "OK" on both messages that refer to the security of the data and relevant messages regarding the use of I-EIS.

Once in I-EIS, the user can change the password by clicking on the start button in the lower left-hand corner of the window. Click on **Windows NT Security**. Then click on **Change Password**. You can make changes to your password here. Once changes are made though, please remember to record the new password in Login Information as previously stated.

Layout of I-EIS

Each page of I-EIS is designed to include buttons. Each button describes the content contained therein. The descriptions below will help the User gain further insight into each of the buttons' functions.

What's New

This button appears only on the main screen. This button is intended to provide the User with all the changes and revisions that have been made to the system. I-EIS is constantly being improved and updated with additional information and data displays.
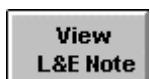
View L&E Note

Like the "What's New" button above, this button only appears on the main screen. The **View L&E Note** button states:

> The following screens are dependent on timely input of L&E data: SOCMP, SORESP, SORSPD, SOCMPD, SOCMPD2, SOCNT, SOCUST, SOBACK, SOAGE. If all L&E cards have not been entered for last month extracted, the counts will not be completely accurate. This data will be updated with the monthly extract. For example: If the last monthly data extracted was February, the February counts may change when the March work management data is extracted and loaded.
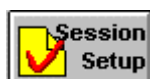
Session Setup

Unlike the previous two buttons this button will appear on the main screen as well as subsequent screens. The session setup allows the User to select the level and fiscal year he or she wishes to view. The system will maintain the installation level and fiscal year for each screen viewed until it is changed. By selecting the Select button the User will be able to view primary or sub-installation data according the User's specification.

Assets FY | **Cost FY** | 1999 | 1999

The User will be able to select fiscal years for data review on the window that appears after having selected Session Setup. It is important to note that changes to Assets FY will only affect the data on the Real Property screens. Changing Cost FY will affect all other data.
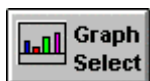
Graph Select

On some screens with pie charts for graphs, the User is able to change the type of graph he or she would prefer to see. Select the button "Graph Select." After selecting this button, another screen will appear with various graph options. Select the option that best suits the data type. Near the bottom of this screen, the User will see two options for the dimensions of the graph. An option that is dimmed means that the option is not available. If the User selects "3D" the labels for the graph will be in whole number form. However, if the User selects "2D" this information will be displayed in percentages.

The Menu Bar

When using I-EIS, the User will see one of two Menu Bars. The first Menu Bar shown is only seen on the main screen of I-EIS. The second bar aids in navigation of I-EIS and will be seen on all other screens.

File Options Programs Menu...   Help

File Options Programs Menu...   Main Menu Return Help

The differences between the two menus are the navigation buttons to the right of the primary options in the second menu bar. Main Menu allows the User to return to the very first screen – the screen seen when first entering I-EIS with the first Menu Bar. The Return option will bring the User back to the previous screen.

Besides navigation, the menu bar will assist the User while viewing data.
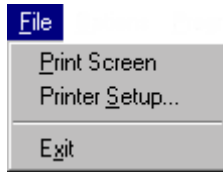
The **File** option contains three commands that the User can utilize. The first option, **Print Screen**, allows the User to print the active screen.

The **Printer Setup** command allows the User to change the printers on which the printouts will be generated.

The **Exit** option will allow the user to exit I-EIS.
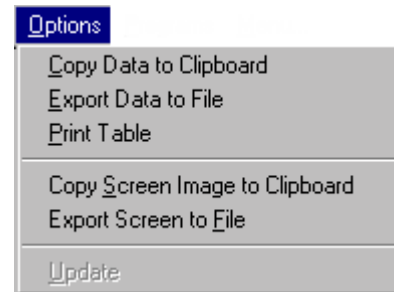
The **Options** menu allows the User to export data from I-EIS into another application.

The **Copy Data to Clipboard** command allows the User to copy the information contained in an active screen of I-EIS and enter another application and paste the information in the desired destination.

Export Data to File allows the User to copy the current data from the active screen in I-EIS and save it as a file of the User's choice. The User should name the new file accordingly. **WHEN EXPORTING, THE USER SHOULD BE SURE TO EXPORT THE DATA TO A DRIVE OTHER THAN U://.**

To print an active Table, simply go to **Print Table** and select the proper printer in order to print out the selection.

Instead of copying the data into another command, the **Copy Screen Image to Clipboard** option allows the User to copy the entire screen to the clipboard and paste it in an application of the User's choice. Likewise, the **Export Screen to File** will save the screen to a file. Again, be sure that the file is saved on the User's local drive. **DO NOT SAVE ON THE U: DRIVE.**
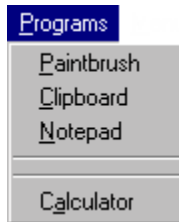
The **Programs** option offers the User other applications while in I-EIS. The **Paintbrush** option can allow the User to format the data from the active screen to fit his or her specifications. Before entering **Paintbrush**, the User will need to copy the screen image to the clipboard. After copying, enter **Paintbrush** and paste the screen into the application. The tools to the left of the image allow the User to customize the screen.

The option **Clipboard** allows the User to view the most recent copy on the Clipboard. **Notepad** will allow the User to view information in the Notepad. **Calculator** allows the User to use an on screen calculator.
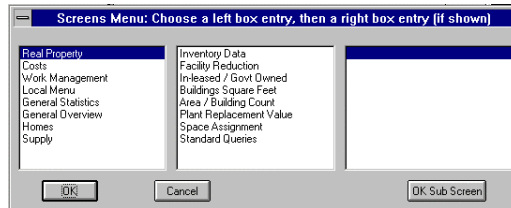
The option **Menu** allows the User to more easily navigate I-EIS. After the User has become familiar with the system and has become accustomed to the design of I-EIS, the User may use the **Menu** option to pick the desired screen by simply highlighting the correct areas. By clicking OK, the User will be brought to the screen indicated by the highlighted area of the middle box. To view information in the third box, the User must highlight the screen he or she wishes to view and click on the "OK Sub Screen" button.

The **Help** option on the menu has five options. **User Manual** will allow you to view this user manual online.
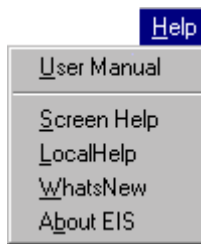
Screen Help was developed to allow the user to view the data specifications for the respective screen.

Local Help will allow the User to input any unspecified information into a separate window at the user's discretion.

WhatsNew allows the user to view information about recent changes made to I-EIS as the information is released. This data is usually updated after a new version of I-EIS is released.

About EIS will provide the user with program-specific information about I-EIS such as version number and contact information.

Inside I-EIS

I-EIS has eight functional areas. A breakdown of each area is described below.

Eight options are displayed under the Real Property option. These screens display the Real Property assets that are reported in the Real Property Inventory (RP) by all Army Installations worldwide. Data is submitted semi-annually (Fiscal quarters 2 and 4, quarters 1 and 3 are available by special data call).

There are eleven options under the cost option. These eleven options display the obligated costs related to operating, maintaining, repairing, minor construction, alterations and municipals services for primary installations.

There are ten selections under the Work Management option. The Work Management section in I-EIS is the most robust and provides most of the data needed for evaluation DPW in house shop performance. Most of the screens in this section provide the foundation for the DPW's Review and Analysis (R&A) program. Work Management data is extracted monthly from the installation IFS server and is available in IEIS by month, range of months, quarter, or an entire FY (to date). Work Management screens look at such things as Service Order backlog information, Service Order completion and response times within prescribed goals, Work Order approval limits, and other work document related information. It also contains shop data that provides good measures for determining the capturing of all employee time against engineering work documents.
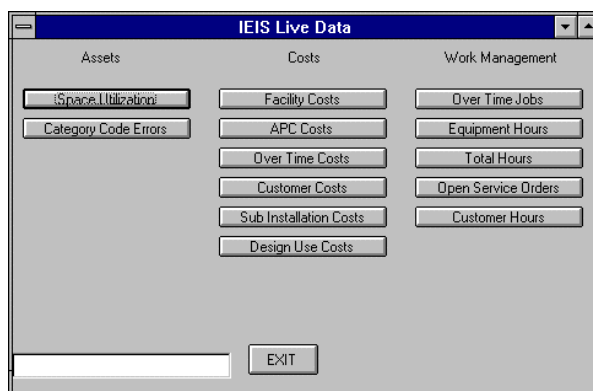
The Live IFS Data screen looks different than the screens previously discussed. This screen allows the User to view data that is the most recent (as available) in real time as opposed to the other screens where data is updated monthly or semi-annually.

The Housing button brings you into a screen with three subsequent options. Each option is specific for certain Army housing.

The external interface option is reserved for areas where non-ifs data is displayed. Currently external interfaces include Corps of Engineers Project data from the Project Management Information System (PROMIS) and Facility Condition information from the Installation Status Report (ISR). PROMIS data is extract monthly for each installation regardless of service COE district. ISR data is extract annually and displayed in IEIS after the ISR report for that FY has been validated by HQDA. Future additions to the external interface option include housing information from HOMES, cost information from DJAS, and contract information from the Standard Procurement System (SPS).
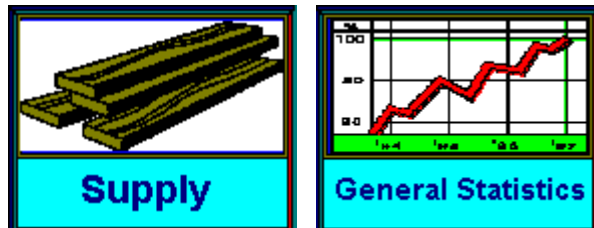
The two options to the side do not have drill down menus like the others. Instead, they lead directly to information as specified by their titles. The option, general statistics is also available under the option real property.

Ending your I-EIS Session

To end the I-EIS application, <u>DO NOT</u> click on the ☒ box in the upper right hand corner. This will not log the User off of the system. To properly log off the system and close I-EIS , move the cursor to the bottom left hand corner of the Citrix screen and select the START button after it appears. After clicking START a pop-up menu will appear – select Logoff. After selecting Logoff, the User will be prompted whether or not he or she would like to end the EIS session. Selecting "OK" will end the session and "Cancel" will bring the user back into EIS.

Helpful Hints

Sometimes while opening another program within I-EIS, the application desired will appear and then disappear behind the active screen. To view the desired application hold down the "Alt" key and press "+" on the keypad and keep pressing both keys until the application desired appears.